

RULES OF PROCEDURE FOR THE LIBRARY ADVISORY BOARD

In order to govern its function and operation in a manner consistent with the Enabling Resolution No. 21-33 adopted by the Leon County Board of County Commissioners (hereinafter the “BOCC”) on June 8, 2021, the Library Advisory Board (hereinafter the “Committee”) shall be governed in accordance with the following rules of procedure (hereinafter the “Rules”):

1. **Intent:** These rules are intended to assure that the Committee function and operate as a Focus Group in accordance with BOCC Policy No. 03-15, “Board-Appointed Committees” and thus prevent any voting conflicts among the members of the Committee and protect the members of the Committee from the legal requirement to comply with the Government in the Sunshine Law.

2. **Applicable Florida Laws and BOCC Policies:**

a) **Public Records:** Each member of the Committee shall comply with the Florida’s Public Records Law, Chapter 119, Florida Statutes, and BOCC Policy No. 96-4, “ Public Records, Electronic Communications, and Records Retention”, as may be amended from time to time, and each member of the Committee shall be provided a copy of BOCC Policy No. 96-4.

b) **Standards of Conduct:** Each member of the Committee shall abide by the Standards of Conduct set forth in Section 112.313, Florida Statutes, as may be amended from time to time, and shall be provided a copy of Section 112.313, Florida Statutes.

3. **Meetings:** The meetings of the Committee shall be conducted as follows:

a) **Time and Place:** The meetings of the Committee shall be conducted at a time and place as determined by the County Staff Support Person. Although regular meeting times and locations are encouraged, the County Staff Support Person may, if appropriate, schedule meetings on an as-needed basis.

b) **Staff to Preside:** There shall be no Chairperson elected from among the members of the Committee. The Staff Support Person shall preside at all meetings of the Committee and shall direct the Committee with regard to its purpose, function, goals, and responsibilities as provided in the Enabling Resolution.

c) **No Votes Taken:** In providing input to County staff persons, there shall be no votes taken by the members of the Committee. Rather, it is intended that County staff be given the collective input of the individual members of the Committee in achieving the goals and responsibilities set forth in the Enabling Resolution.

d) **Meeting Agendas:** The County Staff Support Person shall develop and prepare an agenda for each meeting of the Committee and shall distribute the agenda to the members of the Committee no later than 48 hours prior to the starting time of the meeting.

4. **Term of Members:** The term of the Committee members shall be as follows:

a) Each at-large member shall serve on the Committee for a term of 2 years. At-large member terms are staggered, with three (3) ending their terms on December 31 of odd-numbered years, the other four (4) ending on December 31 of even-numbered years.

b) A current at-large member may be reappointed at the expiration of their term; however, no member may serve more than three full consecutive terms, unless such limitation is otherwise prohibited or provided by Federal, State, local law.

c) Ex officio members shall serve as long as they hold their respective positions.

5. **Attendance and Replacement of Members**

a) **Attendance at Meetings:** In the event a member is absent from two of three successive meetings of the Committee, the County Staff Support Person will advise the County Administrator, or designee, of the excessive absences and appropriate actions will be taken. For the purposes of this Section, a member is considered absent if he/she is absent from more than half the duration of the meeting.

b) **Replacement of Members:** In the event a vacancy occurs, the County Staff Support Person shall immediately notify County Administration. A new member shall be appointed as soon as reasonably possible in accordance with the procedure for appointment of members to citizen committees contained in BOCC Policy No. 03-15.

Approved As To Form and Content:

County Administrator's Office:

BY:



Vincent S. Long
County Administrator

Date: 8/23/21

County Attorney's Office:

Chasity H. O'Steen, County Attorney

BY:


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Date: 8/19/2021